

# Instructional Continuity Blackboard Guide for Students

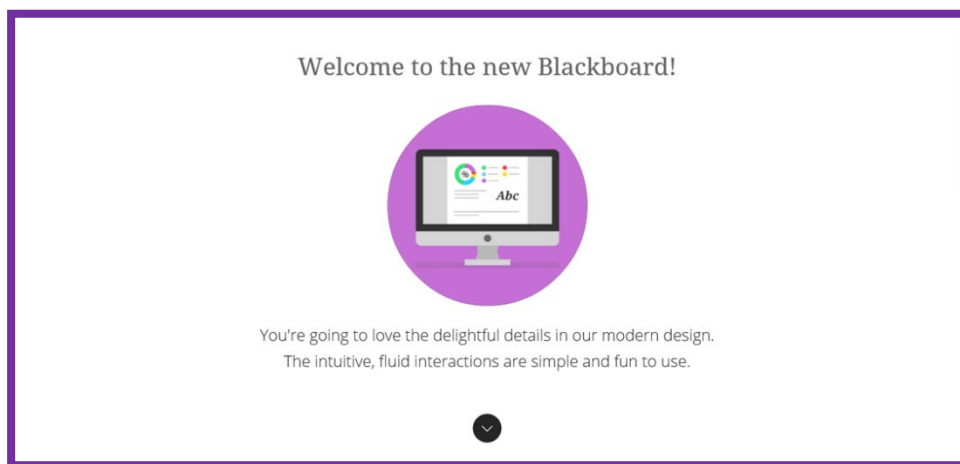
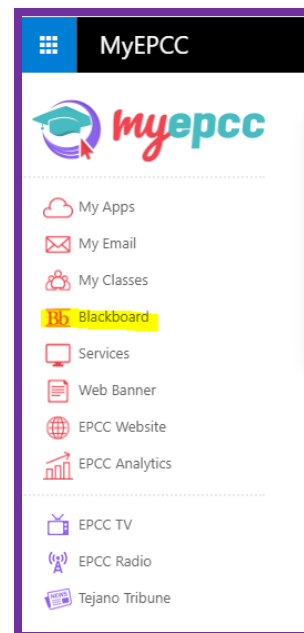
## Logging in to Blackboard

1. Open your browser and go to my.epcc.edu



Visit this link to check your browser: [Blackboard Browser Checker](#)

2. Log in using your EPCC credentials
  - a. EPCC email
  - b. EPCC email password
3. Click on the **Blackboard** link located on the menu on the left
4. You will be prompted to log in again using your EPCC credentials
  - a. EPCC email
  - b. EPCC email password
5. If this is the first time you are logging into Blackboard, you may see the message below.



- a. Simply scroll down the page and click **Get Started**
6. You're logged in!

## EPCC Login Help

Need help with your EPCC login credentials. Call the EPCC IT Department at 915-831-6440 or visit the [EPCC Account Recovery](#) page.

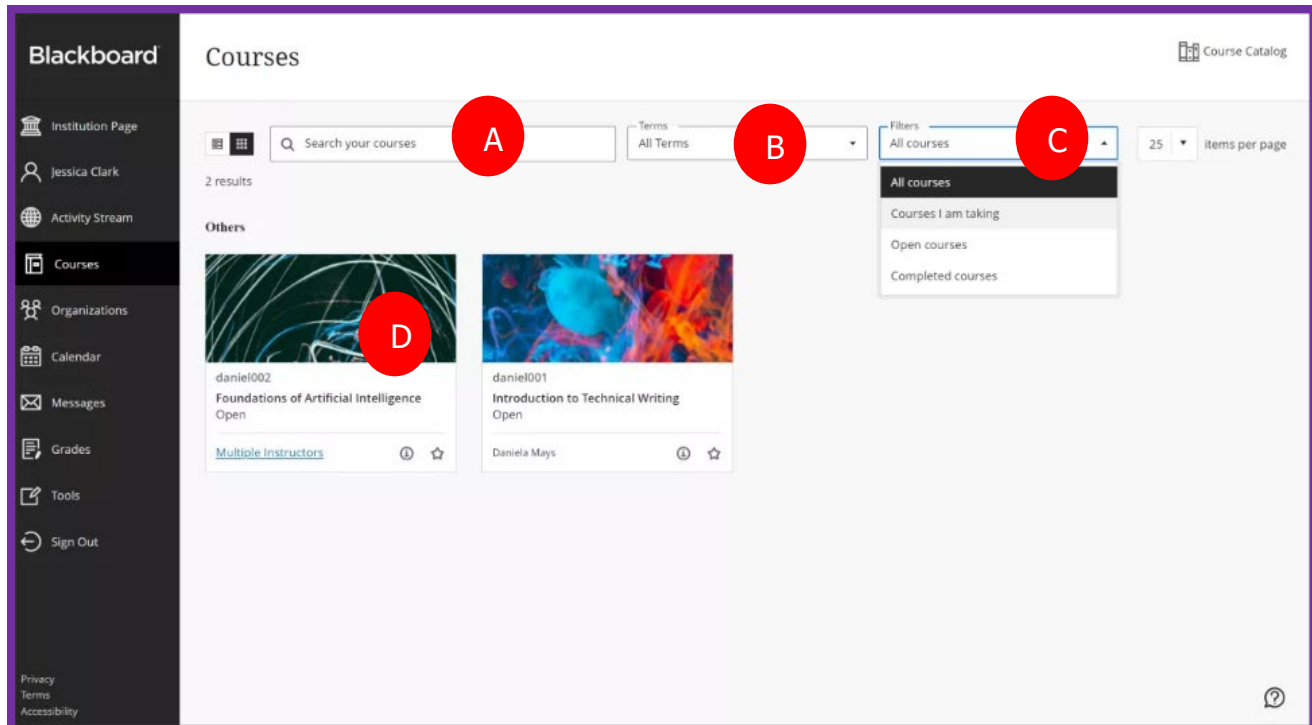
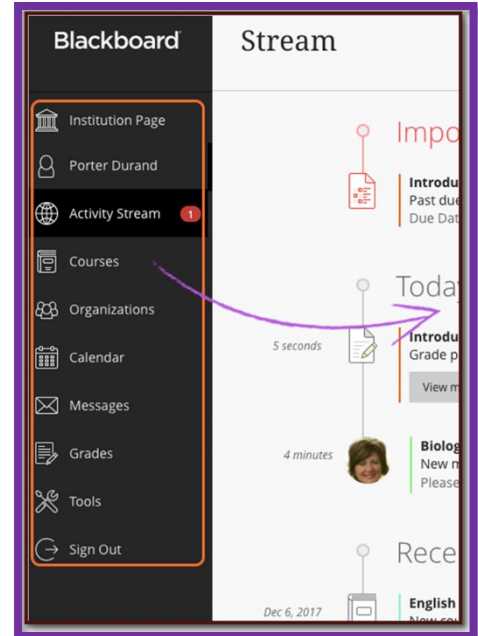
## Easy Navigation

From the moment you log in, you have access to core features in the menu where your name appears. You can easily return to the menu from wherever you are—even if you're in a course. You'll see the menu peeking from behind the other layers you have open.

## Find Your Courses

From the menu where your name appears, click on Courses to go to the Courses page. On the Courses page, you will see all courses you have been enrolled in.

- A. **Search** – You can search by CRN or Course name
- B. **Terms** – You can filter by term, by default all terms will show
  - a. Click on **Terms**
  - b. Select **Current Courses**
- C. **Filters** – You can also have additional filters, for example if you only want to see courses that are complete or only open courses
- D. Click on the course card to enter the course.



## Inside a Course

Let's orient you to the course interface.

- A. **Title:** The title and CRN of the course
- B. **Navigation Bar:** The most commonly used tools
- C. **Details & Actions:** Additional tools your instructor may want you to use
- D. **Course Content:** Your course will be organized into learning modules and folders similar to filing cabinet

AGR-1223  
General Horticulture

Content Calendar Announcements Discussions Gradebook Analytics Groups

Course Content

Start Here  
Syllabus, Academic Honesty Policy, and more can be found here! Do not miss the "Ethical use of AI" Knowledge Check!

Module 1: BuzzWorthy 101 - Introduction to Apiology  
Discover the fascinating world of bees and their crucial role in agriculture and ecosystems. Explore the basics of apiology, including bee anatomy, behavior, and social structures.  
Start →

Module 2: Bee Communication and Behavior  
Uncover the intricate communication methods used by bees, including the famous waggle dance. Learn about bee navigation, foraging behavior, and the dynamics within a beehive.

Module 3: Importance of Pollinators  
Explore the vital role of bees and other pollinators in sustaining biodiversity and supporting global food production. Learn about the impact of pollinators on ecosystems and the threats they face.

Course Faculty  
Suzanne LaForge  
INSTRUCTOR

Details & Actions

Roster  
[View everyone in your course](#)

Course Description  
[View the course description](#)

Progress Tracking  
On

Class Collaborate  
[Join session](#)

Attendance  
[View your attendance](#)

Books & Tools  
[View course & institution tools](#)

## Announcements

Your instructor may use the Announcements tool to share important information and course updates. Announcements won't be marked as read until you click the circle of the left of each announcement. You can access all announcements by clicking *View*

humanities1101

Intro

New Course Announcements

Change to course materials  
22 hours ago at 5:27 PM  
Hello, everyone! Due to an issue with a book being out of print, please review the attached docu...

Class canceled today  
25 minutes ago at 11:18 AM  
Due to the snow emergency, we won't be having class today.

[View all announcements](#)

Course Faculty  
No course faculty

Course Content  
The Black Cat by Edgar Allan Poe

*all announcements* or by selecting *Announcements* on the **Navigation bar**

## Course Content

Your instructor will organize the content for the course in this section.

## Learning Modules

Your instructor may organize the content in containers. Learning Modules are like folders. They will have a title and can have a description. You can view what your instructor placed inside by clicking on the Learning module or Folder. You can tell if a Learning Module or Folder is open by the arrow on the right side. The arrow will point down if the container is closed.

## Course Messages

You can view messages in each of your courses. You can also create and reply to messages. **Blackboard Course Messages are NOT EPCC email.** Messages activity remains inside the Blackboard system. You can't view or send messages outside of your course. To view the messages for the course you're in, select the Messages link on the course menu.

Watch [Messages in Blackboard learn](#) to learn more.

## Web Links

Your instructor might add web links to the course to allow you to access resources outside of Blackboard. Simply click on the link to open it. Note that the link may open in a new browser window or tab.

## Discussions

In discussions, you can share thoughts and ideas about class materials. In Blackboard Learn, course members can have the thoughtful discussions that take place in the traditional classroom, but with the advantages of asynchronous communication. Participants don't need to be in the same location or time zone, and you can take the time to consider your responses carefully.

Your instructor will pose a question or provide a prompt for the discussion. Discussions may be graded, so it's important to engage thoughtfully. Follow instructions and answer the question or prompt to the best of your abilities. Remember to check for grammar and apply the basic rules of [Netiquette](#) (Internet etiquette).

To access discussions find them in the Course content area or go to the *Discussions* tab on the **Navigation bar** and click on the discussion you want to access.

To submit a response:

1. Select the text box that displays *Type a response*
  - a. Type your response

2. Click *Respond*

To reply to a classmate:

1. Click *Reply* on the response you wish to reply to
  - a. Type your reply
2. Click *Reply*

To learn more about discussions watch [Participate in Discussions in Blackboard Learn](#)

## Course Work

Your instructor can assign work inside Blackboard. Course work can be found in the Course Content area, in the gradebook (if it is for a grade), and on the Course calendar (by due date).

You may be asked to submit assignments or take quizzes. Your instructor will provide instructions and directions to help you engage with the content. Ask your instructor if you have questions about how your course is organized. Your instructor may make some course work available after a certain date or after you complete a certain task. Contact your instructor if you don't see any course work you think you should. If you submit after the due date, your submission is marked LATE and penalties may apply.

## Assignments

Your instructor will incorporate assignments into the course content. Your instructor will have you attach/upload your assignment or have you type it directly into the Text Submission box. If assignment instructions are not clear, contact your instructor.

To submit an assignment:

1. Select the assignment by:
  - a. Clicking on the assignment in the **Course content** area
  - b. Clicking on the assignment in the **Gradebook** tab
  - c. Clicking on the assignment in the **Calendar** tab

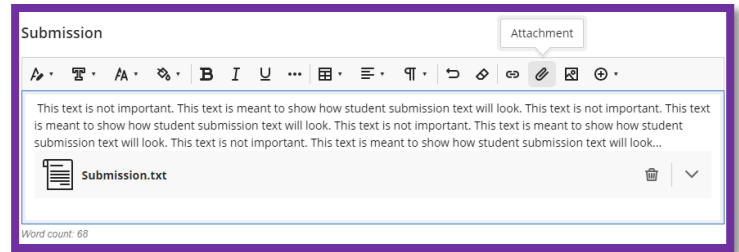
2. Click *View instructions*
3. Click the submission area under **Submission**
4. Add your content

What content you are required to add is decided by your instructor

- a. Add text using the keyboard and text editor
- b. Attach files using the attachment option shown in the image

5. Click **Submit**
  - a. Click **Save and Close** to leave if you are not ready to submit

To learn more visit [Blackboard Help Center: Assignments](#)



## Tests

Your instructor may implement tests as part of the course. Before starting a test, please ensure you have a stable internet connection.

Be aware that your instructor may set a timer for the tests. The tests can include various question types, such as multiple choice, essay, math formulas, hotspot questions, and more.

For an overview of how to take tests in Blackboard watch [Test Taking and Submission](#). To read more in depth visit [Blackboard Help Center: Tests](#)

## Gradebook

You can view your grades and see upcoming assignments, if your instructor allows it, in the **Gradebook**, accessed through the **Navigation bar**.

Item Name	Due Date	Status	Grade	Feedback
Exploring the Invisible: Probing the Depths of Dark Matter Unlimited attempts possible	8/1/24	Graded	85 / 100	
AI in Astronomy			90 / 100	
Practise test Attempt 1 started	2/8/24	Graded	45 / 50	
Planetary alignment quiz (Late)	3/27/24	Graded	2 / 4	
Assignment 1	5/30/24	Submitted	Not graded	
Discussion	6/16/24		190 / 200	

You can view any feedback your instructor may have given you and see the status of your assignments as well.

To view feedback, click on the purple text box to the right of the assignment in the feedback column.

## Class Collaborate

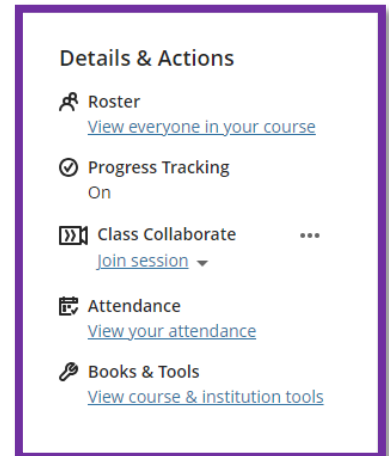
Your instructor may hold live web conferencing sessions to teach or communicate with you using Class Collaborate. Collaborate is a real-time video conferencing tool that lets users add files, share applications, and use a virtual whiteboard to interact.

You must access the Collaborate session room via the link in Blackboard or a link provided by your instructor. Contact your instructor if you cannot find it.

To access the Collaborate session

1. Click *Join Session* in the **Details & Actions** menu under **Class Collaborate**
2. Select *Course Room*
  - a. Your instructor may have sessions with different names. If they do be sure to check with your instructor to see which session to join.

For the best experience, access Collaborate using Google Chrome or Mozilla Firefox. You can also access Collaborate using your mobile device. Visit the [Collaborate Getting started for Participants](#) for information.



Your instructor may record Collaborate sessions. To view recordings:

1. Click *More options for Collaborate* (the ellipses ...)
2. Select *View all recordings*
3. Click on the **Session name** or *Recording options* (the ellipses ...) for the recording you want to view
4. Select *Watch now*

## Blackboard App

Blackboard is a free mobile app that provides access to Blackboard courses on smartphones and tablets. Blackboard is available for iOS and Android. Visit the Google Play Store or Apple App Store on your device to download.

Log into the app using your EPCC login credentials (username & password).

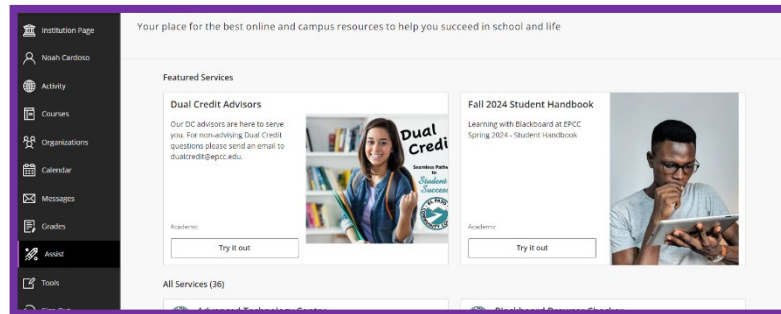
Visit [Blackboard Help Center: Quick Start for the Blackboard App](#) or visit the [Blackboard Help Center: Taking a course with the Blackboard app](#) page.

## Blackboard Help

Your first resource for assistance is always your instructor. Reach out for clarification, with questions, or when you need help.

If you experience technical issues, contact the **EPCC Blackboard Help Desk** at 1-888-296-0863. The Blackboard Help Desk is available 24 hours a day, 7 days a week.

Visit the **Assist Page** on the Blackboard Ultra Base Navigation menu for information on tutoring, financial aid, and more!







Stop by the [Blackboard Learn Help for Students](#) site for support with everything Blackboard.

## EPCC Email

Please remember that your EPCC email is your primary communication tool with the College community. Checking it regularly is vital to stay informed about your classes and important College events.

To access your EPCC email:

1. Log into MyEPCC
  - a. Open your browser and go to [my.epcc.edu](http://my.epcc.edu)
    -  Google chrome
    -  Mozilla Firefox
    -  Apple Safari
    -  Microsoft Edge
  - b. Log in using your EPCC credentials
    - i. EPCC email
    - ii. EPCC email password
2. Click ***My Email***

You may be asked to log in again, use the same information

